


Memorandum



Date: February 9, 2016

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: New Competitive Process for Community-Based Organizations Update

Pursuant to Board of County Commissioners (Board) action at the January 20, 2016 Board meeting authorizing the advertisement and release of the request for proposals (RFP) for social service grants to community-based organizations (CBOs), this memorandum is to advise the Board on the status and provide a tentative updated schedule for the process.

Staff from the Office of Management and Budget (OMB) is presently updating the draft request for proposals documents that were previously provided to the Board to incorporate the new schedule and reflect the actions of the Board related to the administrative cost cap for grant awards. The Board directed that staff develop a formula for the review of administrative costs with a range of 20 to 45 percent. To avoid any further delays with the commencement of the RFP process, language will be included in the final documents to advise proposers of the Board's actions, staff will finalize the formula based on the actual applications received, and the proposed methodology will then be presented to the Board for approval before the final contract negotiation phase. Language will also be included in the RFP documents informing proposers that the administrative cost formula may consider, but not be limited to, the following factors: 1) size of the organization's total budget; 2) percentage of the organization's total budget allocated to administrative costs; 3) percentage of the total grant funding requested allocated for administrative costs; 4) number and diversity of revenue streams and funding sources; 5) internal organizational administrative cost allocation methodology; 5) narrative justification; and 6) other relevant factors.

It is anticipated that the RFP will be advertised during the weeks of February 8 and February 15, 2016, and the final RFP document be officially released on Friday, February 12, 2016. A total of six (6) pre-proposal conferences will be held throughout the county to discuss the process and solicitation documents, answer questions, and provide technical assistance to CBOs interested in submitting an application. The tentative schedule is as follows:

Main Library

101 West Flagler Street, Miami, FL 33130
Friday, March 4, 2016
2:00 pm – 4:00 pm

Miami Beach Regional Library

227 22 Street, Miami Beach, FL 33139
Monday, March 7, 2016
5:30 pm – 7:30 pm

North Dade Regional Library

2455 NW 183 Street, Miami Gardens, FL 33056
Tuesday, March 22, 2016
2:00 pm – 4:00 pm

West Dade Regional Library

9445 Coral Way, Miami, FL 33165
Wednesday, March 23, 2016
10:30 am – 12:30 pm

South Dade Regional Library

10750 SW 211 Street, Miami, FL 33189
Friday, March 25, 2016
10:30 am – 12:30 pm

Main Library

101 West Flagler Street, Miami, FL 33130
Saturday, March 26, 2016
10:30 am – 12:30 pm

The deadline for the submission of proposals to the Clerk of the Board's office is scheduled for no later than 2:00 pm on Friday, April 29, 2016. The tentative timeline for the solicitation process is attached.

If you have any questions or concerns, please feel free to contact Deputy Mayor Edward Marquez at 305-375-1451.

Attachment

- c: Abigail Price-Williams, County Attorney
Office of the Mayor Senior Staff
Jennifer Moon, Director, Office of Management and Budget
Daniel T. Wall, Assistant Director, Office of Management and Budget
Charles Anderson, Commission Auditor

CBO Competitive Solicitation Process
Tentative Timeline as of 2/1/16

January 2016	Board approval of final RFP
February 2016	RFP released
March 2016	Pre-proposal conferences (six held throughout the county)
April 2016	Proposal submission deadline
May/June 2016	Staff due diligence review and proposal cure period
June 2016	Evaluation/Selection Committee trainings
June-August 2016	Evaluation/Selection Committee meetings
September 2016	Mayor issues funding recommendations; appeals process
October 2016	Board approval of award recommendations
Nov. 2016-Jan. 2017	Contract development and negotiations
February 2017	Anticipated contract start date